

# MAINE STATE LEGISLATURE

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## CHAPTER 149

## BUDGET

Sec.

- 1661. Definition.
- 1662. Powers and duties.
- 1663. Scope of budget.
- 1664. Form of budget document.
- 1665. Budget estimates.
- 1666. Review and revision of estimates.
- 1667. Work program and allotments.

**§ 1661. Definition**

The words "Governor-elect," whenever used in chapters 145 and 149, shall be held to mean the candidate most recently elected to the office of Governor of the State of Maine in the November election for choice of Governor, or his successor.

1957, c. 340; § 1; 1959, c. 33, § 3.

**§ 1662. Powers and duties**

The Department of Finance and Administration, through the Bureau of the Budget, shall have the duty and authority:

**1. State budget document.** To prepare and submit to the Governor-elect, or the Governor, biennially, a state budget document in accordance with chapters 141 to 155;

1959, c. 33, § 4.

**2. Work program and allotments.** To examine and recommend for approval the work program and quarterly allotments of each department and agency of the State Government, before the appropriations or other funds of such department or agency shall become available for expenditure;

1961, c. 101, § 1.

**3. Changes.** To examine and recommend for approval any changes in the work program and quarterly allotments of any department or agency of the State Government during the fiscal year;

**4. Review, plans and report.** To constantly review the administrative activities of other departments and agencies of the State, study organization and administration, investigate duplication of work and to formulate plans for better and more effi-

cient management, and report periodically to the Governor and on request to the Legislature;

1959, c. 33, § 4.

**5. Rules and regulations.** To make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for the carrying out of chapters 145 and 149.

R.S.1954, c. 16, § 7; 1957, c. 340, § 1; 1959, c. 33, § 4; 1961, c. 101, § 1.

### **§ 1663. Scope of budget**

The budget of the State Government shall present a complete financial plan for each fiscal year of the ensuing biennium. It shall set forth all proposed expenditures for the administration, operation and maintenance of the departments and agencies of the State Government; all interest and debt redemption charges during each fiscal year and all expenditures for capital projects to be undertaken and executed during each fiscal year of the biennium. In addition thereto, the state budget shall set forth the anticipated revenues of the State Government and any other additional means of financing expenditures proposed for each fiscal year of the biennium.

R.S.1954, c. 16, § 8; 1957, c. 340, § 1.

### **§ 1664. Form of budget document**

The state budget document, setting forth a financial plan for the State Government for each fiscal year of the ensuing biennium, shall be set up in 3 parts, the nature and contents of which shall be as follows:

Part 1 shall consist of a budget message by the Governor-elect, or the Governor, which shall outline the financial policy of the State Government for the ensuing biennium, describing in connection therewith the important features of the financial plan. It shall embrace a general budget summary setting forth the aggregate figures of the budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated revenues together with the other means of financing the budget for each fiscal year of the ensuing biennium, contrasted with the corresponding figures for the last completed fiscal year and the fiscal year in progress. The general budget summary shall be supported by explanatory schedules or statements, classifying the expenditures contained therein by organi-

zation units, objects and funds, and the income by organization units, sources and funds.

Part 2 shall embrace the detailed budget estimates both of expenditures and revenues as provided. It shall include statements of the bonded indebtedness of the State Government showing the debt redemption requirements, the debt authorized and unissued and the condition of the sinking funds. It shall contain any statements relative to the financial plan which the Governor-elect, or the Governor, may deem desirable, or which may be required by the Legislature.

Part 3 shall embrace complete drafts or summaries of the budget bills, that is, the legislative measures required to give legal sanction to the financial plan when adopted by the Legislature. These bills shall include an appropriation bill, authorizing by departments and agencies, and by funds, all expenditures of the State Government for each fiscal year of the ensuing biennium, and such other bills as may be required to provide the income necessary to finance the budget.

R.S.1954, c. 16, § 9; 1957, c. 340, § 1; 1959, c. 33, §§ 5, 6.

### § 1665. Budget estimates

On or before September 1st of the even-numbered years, all departments and other agencies of the State Government and corporations and associations receiving or desiring to receive state funds under the provisions of law shall prepare, in the manner prescribed by and on blanks furnished them by the State Budget Officer, and submit to said officer estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium contrasted with the corresponding figures of the last completed fiscal year and the estimated figures for the current fiscal year. The expenditure estimates shall be classified to set forth the data by funds, organization units, character and objects of expenditure. The organization units may be sub-classified by functions and activities, or in any other manner, at the discretion of the State Budget Officer.

Tentative revenue estimates prepared by the State Budget Officer during the month of September of the even-numbered years shall be revised by this officer during the following November for inclusion in the budget. The revenue estimates shall be classified so as to show the income by organization units, sources and funds, or in any other manner, at the discretion of the State Budget Officer.

Upon receipt of the budget estimates submitted in accordance with this section, the State Budget Officer may require the heads of departments and other agencies of the State Government and officers of organizations and associations receiving or desiring to receive state funds under the provisions of law to appear before said officer and present such additional data in support of their budget estimates as said officer may deem necessary.

R.S.1954, c. 16, § 10; 1957, c. 340, § 1; 1959, c. 33, § 7; 1961, c. 101, § 2; 1963, c. 237.

### **§ 1666. Review and revision of estimates**

The Governor-elect or the Governor, with the assistance of the State Budget Officer, shall review the budget estimates, altering, revising, increasing or decreasing the items of said estimates as may be deemed necessary in view of the needs of the various departments and agencies and the total anticipated income of the State Government during the ensuing biennium. The State Budget Officer, at the direction of the Governor-elect or the Governor shall then prepare a state budget document in the form required by law. The Governor-elect or the Governor shall be fully responsible for all budgetary recommendations made to the Legislature. The Governor shall transmit said budget document to the Legislature not later than the close of the 2nd week of the regular legislative session.

R.S.1954, c. 16, § 11; 1957, c. 340, § 1; 1959, c. 33, § 8.

### **§ 1667. Work program and allotments**

Not later than June 1st of each year, the Governor shall require the head of each department and agency of the State Government to submit to the Bureau of the Budget a work program for the ensuing fiscal year. Such work program shall include all appropriations, revenues, transfers and other funds, made available to said department or agency for its operation and maintenance and for the acquisition of property, and it shall show the requested allotments of said sums by quarters for the entire fiscal year, classified to show allotments requested for specific amounts for personal services, capital expenditures and amounts for all other departmental expenses. The Governor and Council, with the assistance of the State Budget Officer, shall review the requested allotments with respect to the work program of each department or agency and shall, if they deem it necessary, revise,



alter or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total sums made available to said department or agency for the fiscal year in question. The State Budget Officer shall transmit a copy of the allotments as approved by the Governor and Council to the head of the department or agency concerned and also a copy to the State Controller. The State Controller shall thereupon authorize all expenditures to be made from the sums available on the basis of such allotments and not otherwise.

The head of any department or agency of the State Government, whenever he shall deem it necessary by reason of changed conditions, may revise the work program of his department or agency at the beginning of any quarter during the fiscal year, and submit such revised program to the Bureau of the Budget with his request for a revision of the allotments of the remaining quarters of that fiscal year. If, upon such re-examination of the work program, the State Budget Officer, with the approval of the Governor and Council, shall decide to grant the request for the revision of the allotments, the same procedure, so far as it relates to review, approval and control shall be followed as in the making of the original allotments.

In order to provide some degree of flexibility to meet emergencies arising during each fiscal year in the expenditures for operation and maintenance of the various departments and agencies of the State Government, the State Budget Officer, with the approval of the Governor and Council, may require the head of each department and agency in requesting original allotments, to set aside a reserve, the exact amount of which shall be determined by the State Budget Officer, of the total amount appropriated to the department or agency. At any time during the fiscal year this reserve or any portion of it may be returned to the appropriation to which it belongs and may be added to any one or more of the allotments, provided the State Budget Officer shall deem such action necessary and shall notify the State Controller of such action. Any unused portion of such reserve shall remain at the end of the fiscal year as an unexpended balance of appropriation. Any unexpended and unencumbered balance of allotment at the end of each quarter shall be credited to a reserve set up for the fiscal year.

R.S.1954, c. 16, § 14; 1955, c. 130, § 2; 1957, c. 340, § 1; 1961, c. 101, §§ 3, 4.